International Behavior Analyst

# Requirements

IBAO
International Behavior
Analysis Organization

There are two different routes to obtaining the IBA. The routes vary slightly but each requires similar achievements. The IBA requirements fall into four broad categories. These are: registration, completion of requirements, completion of supervision, and passing the IBA online exam.

Go to www.theibao.com and create your candidate account

Register and pay fees
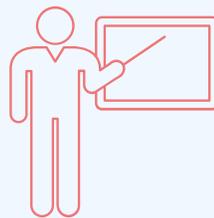
Complete educational requirements that align with your choice of either the "Master's/Graduate Route" or the "Experience Route"

Complete 1000 hours of supervised practice and receive 50 hours of supervision from approved supervisor

The IBA Online Exam

Complete Bachelor's Degree

(*or regional equivalent of 2 years post- secondary Education)

Register with IBAO

Pay Fees

Sign the Ethics Agreement Form

MASTERS/ GRADUATE ROUTE

Sign Supervisor Agreement

Complete Required Educational Objectives

Complete Master's Degree

Complete 1000 Hours of Supervised Practice

Receive 50 Hours of Supervision

Complete 12 Hours of Continuing Education

Complete Candidate Skills Testing

EXPERIENCE ROUTE

Sign Supervisor Agreement

Complete Required Educational Objectives

Candidate Projects

Complete 1000 Hours of Supervised Practice

Receive 50 Hours of Supervision

Complete 12 Hours of Continuing Education

Complete Candidate Skills Testing

PASS IBA EXAM

Behavior Analysts serving the role of supervisor have a very important role in the development of an IBA, the field of applied behavior analysis, and the growing perception of what it means to practice ABA around the world. It is through intense supervision, ethical guidance, and vast knowledge that a supervisor can help grow an IBA.

Because ABA is developing at different rates in different parts of the world, one standard for supervisor requirements cannot be appropriate for every candidate universally. As such, IBAO has created a range of options to ensure flexibility and competence for becoming a supervisor for an IBA candidate.

Specific Requirements

An audit of supervisor credentials will be required for 10% of all supervisors to ensure that supervisors meet the IBAO's specific requirements.

A supervisor must meet **ONE** of the following:

1. An IBA in good standing
2. A credentialed behavior analyst from another credentialing board or body in good standing (examples: BCBA®, BCBA-D®, QABA®, state/regional/national licensure as a behavior analyst)
3. Hold a masters or doctoral degree from an ABAI-accredited program
4. Hold a masters or doctoral degree in a related discipline, successful completion of IBA Required Educational Objectives, or equivalent
5. *Hold a masters or doctoral degree, 5 or more years of direct employment in the ABA field with supervisory experience (*with portfolio review and approval from IBAO)

Each IBA candidate must request a supervisor.

It is the responsibility of the **candidate**, to initiate the request.

When a candidate is in their IBAO online account, they choose the "Supervisor Requests" button from the left side of their dashboard.

Choosing, "Send Supervisor Request" will bring up a window in which the candidate can enter in the supervisor's name and email address.

The IBAO platform then emails the prospective supervisor notifying them of the candidate's request.

> The potential supervisor does not have to be registered with IBAO and does not have to be an IBA. Being an IBA is just one of the 5 different ways one can be qualified to supervise.

Whether the supervisor is an IBA or not, to accept the request, the supervisor will be required to register with the IBAO, agree to practice within the Ethical Guidelines, and create an online account.

When the supervisor accepts the request, the candidate will be notified and the supervisor and the candidate will be required to sign the online Supervisor Agreement.

To begin accruing the 1000 hours of supervised practice, the candidate and the supervisor must sign the Supervision Agreement. Once signed, the candidate can begin accruing supervised practice hours.

The Supervision Agreement is available in the candidate's and supervisor's online accounts.

Date:

07/07/2021

This agreement describes the relationship, roles, and expectations for the supervised practice of Applied Behavior Analysis (ABA) between:

Michael Iba Candidate   and   Michael Iba Supervisor

(the IBA candidate)   (the supervisor)

Supervision of an IBA candidate is one of the most important features of the IBA certification. The process is instructional and provides the candidate with clear implementation opportunities and practice of the skills contained in the IBAO's Required Educational Objectives (REOs) for IBAs.

The supervisory period consists of 1000 hours of supervised practice where supervision occurs for 1 hour for every 20 hours of practice. The resulting total number of supervision hours is 50. The 1000 hours should be completed over a period of 12 months but can extend to a period of 24 months.This contract period covers the dates:

07/07/2021   and   07/07/2023

Supervision can only be accrued through hours under a contract by both parties. It is imperative that any changes to the supervision relationship be immediately updated on the IBAO website so all practice hours can count towards the required total.

Supervisors must meet the qualifications set forth in the IBA Supervisor Qualifications list. Supervisors and Candidates must conduct all practices, services, and supervision in accordance with the IBAO's Ethic Guidelines. Audits of Supervisor qualifications will occur for 10% of candidates. Supervisors agree to send in verification documents to prove qualifications have been met by agreeing to this supervision experience.

Scope of Experience:

The candidate will participate in ABA service provision by performing tasks and skills that align with the IBAO's Required Educational Objectives (REOs) for IBAs and within the amounts of direct and indirect tasks allowable. Supervision can be conducted in person in individual or group sessions, and remotely in individual or group sessions.

Requirements:

Candidate agrees to maintain a log of supervision activities.Supervisor agrees to sign off on hours that were provided in appropriate activities and will not withhold signature of supervision activities if the hours were performed appropriately.   Supervisor and candidate agree to upload the Supervision Documentation Form for each supervision meeting.

Supervisor will assign and the candidate will complete two Candidate Projects. Supervisor will upload the Candidate Project Evaluation Form for each project.Supervisor will choose two skill sets and evaluate each with Behavioral Skills Testing. Supervisor will upload the Behavioral Skills Testing Approval Form for each project.

The contract can be terminated at any time by either party. However, all steps should be taken to resolve any differences so that practice hours are not unduly interrupted.The candidate is responsible for gaining client consent to share information, data, and confidential information with the Supervisor.

Candidate and Supervisor agree that the Supervisor is responsible for clinical decision making, case guidance, and liability. Both agree that the IBAO is not liable for any negative situations that may arise from service provision and the supervisory process.

Both parties agree to the stipulations of this document and will practice in accordance with the IBAO's Ethical Guidelines.

Candidate's Name: Supervisor's Name:

Michael Iba Candidate   Michael Iba Supervisor

Candidate's Email: Supervisor's Email:

michaelibacandidate@mail.com   michaelibasupervisor@mail.com

Candidate's Signature: Supervisor's Signature:

Supervised Practice

Group supervision will be acceptable for no more than 50% of the total number of supervised hours. Group supervision will be limited to groups of 5 in total.

The candidate has the right to multiple supervisors throughout their certification/training process.
- Each supervisor must be registered with IBAO.
- A signed Supervisor Agreement is required for each supervisor.
- Supervisors retain the right to end their supervisory relationship with a candidate in the case of a major breach of the IBAO Ethical Guidelines.

A total of 1000 supervised practice hours are required.

One (1) hour of supervision is required for every 20 hours of practice.

Half (50%) of supervision must be Direct Observation of Practice.

There will be a maximum of 40 hours per week counted towards supervised practice hours.

- If a candidate accrued 40 hours of supervised practice in a week, 2 hours of supervision would be required in that week.

- If a candidate accrued 20 hours of supervised practice in a week, 1 hour of supervision would be required in that week.

- If a candidate accrued 40 hours of supervised practice in a 2-week period, 2 hours would be required for that 2-week block.

Acceptable work activities during a supervisory period will be categorized as either "Implementing" or "Programming" hours.

All supervision hours may be completed via distance methods.

Types of Practice Hours

1000 hours of supervised practice are required. These hours are categorized as either "Implementation" hours or "Programming" hours. Implementation hours are those where the candidate is implementing behavioral services with a client. Programming hours are those hours in which a candidate is doing supportive activities for service delivery.

Implementation hours can include: teaching a learner new language skills, administering the ABLLS-R or AFLS assessments, conducting a functional analysis, teacher training, implementing FCT, DRA, or other behavioral interventions, etc.

Programming hours can include: graphing, data analysis, creating teaching protocols, organizing the ABA session book, reading research articles in preparation for a behavioral intervention, making data sheets, etc.

At least 400 Implementation hours are required. At least 400 Programming hours are required. The remaining 200 hours can be made up of Implementation or Programming hours in any amounts. For example, a candidate might have 600 Implementation hours and 400 Programming hours, or 510 Implementation hours and 490 Programming hours. Any combination totaling 1000 hours is acceptable as long as at least 400 Implementation hours and 400 Programming hours were included in the 1000.

Hours should be recorded *at least monthly* by completing Supervision Documentation Forms.

1000 Hours Total

400 Implementation Hours

400 Programming Hours

200 Additional Implementation or Programming Hours in any Combination

Types of Supervision

Candidates will receive 50 hours of supervision of the 1000 hours of supervised practice. Two different types of supervision are required of supervisors: Direct Observation Supervision and Non-observation Supervision.

Direct Observation Supervision is when a supervisor is observing a candidate while the candidate is providing ABA services with a client present. These hours can be when the supervisor is physically present with the candidate, when the supervisor is present virtually such as through Hi Rasmus, Zoom, GoTo Meeting, FaceTime, etc., or through the review of recorded video (e.g., candidate records service delivery and supervisor watches the recording at a later time).

Non-observation Supervision is when a supervisor and the candidate discuss ABA and related matters which can include the candidate's practice hours. Non-observation hours can be obtained when the supervisor is physically present with the candidate or when the supervisor is present virtually such as through Hi Rasmus, Zoom, GoTo Meeting, FaceTime, etc.

PLEASE NOTE: *Non-observation Supervision hours cannot be completed though watching videos as the Non-observation hours are didactic and require the supervisor and candidate to communicate in real time.*

20 hours of supervision must be Direct Observation.
20 hours of supervision must be Non-Observation.
10 can be either Direct Observation or Non-Observation, in any combination.

50 Hours of Supervision

| 20 Hours	20 Hours	10 Hours
20 hours of Direct Observation	20 hours of Non-observation	10 hours can be either Direct Observation or Non-observation
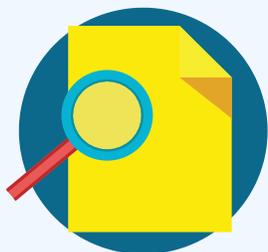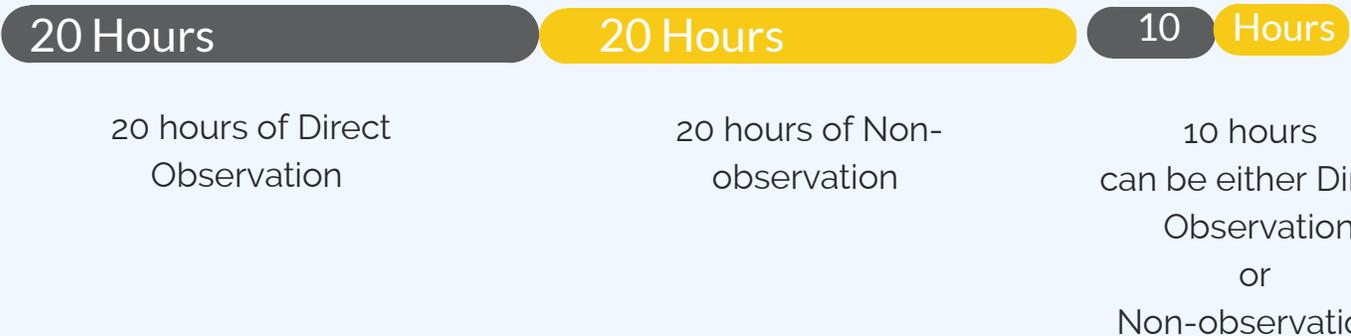
Documenting Supervised Practice and Supervision Hours

For every supervision meeting, whether group, distance, or face-to-face, the supervisor and the candidate must complete the Supervision Documentation Form to record the supervision.

These forms are completed online by logging into the candidate's online account and choosing the "Supervisors" tab in the dashboard candidate account.
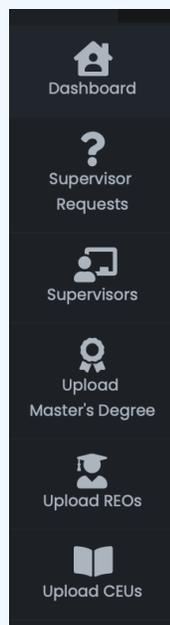
A Supervision Documentation Form is required for every hour of supervision in order for that hour of supervision to count towards the required total of 50 hours.

Documentation Required will include:

- Date of supervision meeting
- Setting
- Training block date range
- Total Implementation hours accrued during the training block
- Total Programming hours accrued during the training block
- Type of supervision (group/individual)
- Total Direct Observation hours accrued during the training block
- Total Non-observation hours accrued during the training block
- Supervision Notes
- Feedback

Documenting Supervised Practice and Supervision Hours

The candidate is responsible for initiating the Supervision Documentation Form in the candidate's account. The candidate supplies all relevant information, signs the form online, and then submits the form to the supervisor.

When the candidate submits the Supervision Documentation Form, the supervisor will be notified that the form has been submitted and then the supervisor can log into their IBAO account and complete their part of the Supervision Documentation Form by choosing the "Candidates" tab in their dashboard. The supervisor will complete, sign, and approve the form.

Once approved, the completed form will be available at all times in the both the supervisor's and the candidate's account. All completed Supervision Documentation Forms will be available in the candidate's and supervisor's account.

Documenting Supervised Practice and Supervision Hours

The number of Implementing hours, Programming hours, Direct Observation Supervision hours, and Non-observing Supervision hours will be automatically updated into the candidate's and supervisor's accounts.

IBAO will keep track of these hours and the candidate and supervisor can see the accumulated hours and the percentage of the requirement accrued at any time.

Percent Statistics

Implementing Hours	Programming Hours	Direct Observation Hours	Non Observing Hours
12%	8%	12%	8%

Practice Hours Statistics

Implementation: 120
Total: 200
Programming: 80
Remaining: 800
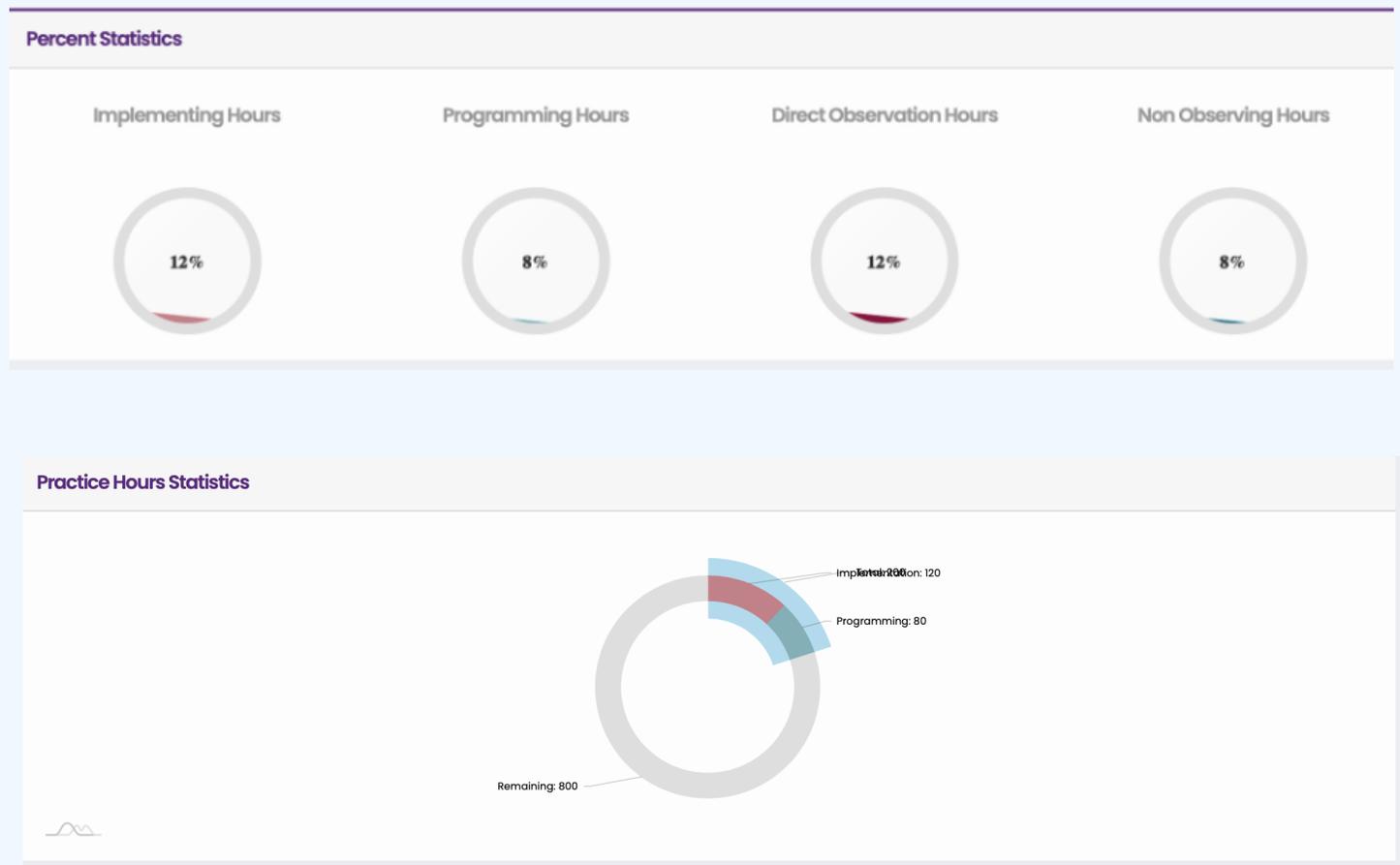
Supervision Documentation Form Details

A candidate will complete a Supervision Documentation Form for a "Training Block." A training blocks can be 1, 2, 3, or 4 weeks. However, no more than 40 hours can be submitted into a Supervision Documentation Form for any training block.

Example Situations:

If 40 hours were accrued in 1 week, the training block for this form will need to be 1 week.

If 20 hours were accrued in a week for 2 consecutive weeks (20 Week 1 and 20 Week 2), the training block for that form should be 2 weeks in duration.

If 10 hours were accrued 4 weeks in a row, (10 in Week 1, 10 in Week 2, 10 in Week 3, and 10 in Week 4) the 40-hour training block should be 4 weeks long.

If a candidate accrued 40 hours in Week 1 and 40 hours in Week 2, two different Supervision Documentation Forms would need to be completed. One for Week 1 and one for Week 2 because the maximum number of hours per training block is 40.

If a candidate accrued 20 hours in Week 1 and 40 hours in Week 2, two separate Supervision Documentation Forms would need to be submitted because the 2-week total of hours is greater than the maximum allowable of 40 per training block. One form would need to be submitted for the 20-hour Week 1 and one form would need to be submitted for the 40-hour Week 2.

Supervision Documentation Form Details

Practice hours must be submitted in multiples of 10.

All hours submitted in the Supervision Documentation Forms must be in multiples of 10 (e.g., 10, 20, 30, etc.). A candidate cannot submit a Supervision Documentation Form for 7 hours, 12 hours, 18 hours, etc. Only multiples of 10 are accepted (i.e., 10, 20, 30, 40).

The corresponding number of supervision hours will be automatically entered based on the number of hours entered into the form. If 20 hours of Programming hours are entered, 1 hour of Non-observing supervision will be entered. If 30 hours of Implementing hours are entered, 1.5 hours of Direct Observation hours will be automatically entered. Only 1 hour of supervision can be accrued per 20 hours of Supervised Practice. A candidate cannot accrue more than 1 hour of supervision per 20 hours of practice.

The ratio of practice to supervision ensures that the candidate is accruing supervision hours in a steady and consistent manner throughout the training. For example, a candidate cannot practice for 100 hours with no supervision and then accrue 5 hours of supervision in a day to attempt to make the 1/20 ratio. EVERY 20 hours must have 1 hour of supervision for those hours to count towards the supervised practice hours. If a candidate practices 40 hours and receives 1 hour of supervision, only 20 of those 40 hours can count towards the 1000 required hours.

One of the most important aspects of being certified as an IBA is continuing to learn and develop professionally. As such, 12 hours of continuing education are required *prior to certification*.

Every candidate will need to document that they obtained CEUs. Documentation requires a physical document that clearly shows the content and duration of the training event, when the training occurred, and who provided the training. The following types of CEUs are acceptable.

- Participation in online or in-person seminars, workshops, or trainings on ABA or Behavior Analyis-related information.

- Presentation of a seminar, workshop, or training on ABA or Behavior Analysis-related information

Pre-certification CEUs

- 12 Continuing Education Units

  - 2 Hours of Ethics

  - 2 Hours in Supervision

  - 2 Hours in Cultural Diversity and Awareness

  - 6 in ABA Topics

For candidates seeking certification through the Experience Route, candidate projects are required.

The candidate's supervisor will be the person responsible for assigning and evaluating the candidate projects.

Projects are required to align with Required Educational Objectives (REOs), demonstrate learning or application of REOs, and advance the candidate's knowledge beyond what was expected from an Approved Content Provider (ACP). Candidate projects must be unique projects- different projects- than any assigned through an ACP.

Two different candidate projects are required.

Two different TYPES of projects are required. For example, if the first project is a Power Point presentation, the second project cannot be a Power Point presentation, even if the topic of the second presentation was different than the first.

A Candate Project Evaluation Form is required for each project. These forms are completed and uploaded to the IBAO account by the Candidate's supervisor.

Examples of Acceptable Project Types

- Literature Review

- Powerpoint Presentation of Topic in ABA

- Create Video of Implementing Behavioral Services

- Write an Assessment Report

- Article Summaries

Candidate Project Evaluation Form

DATE:_____   CANDIDATE: _____

SUPERVISOR: _____

DESCRIPTION OF PROJECT: (Literature review, Power Point presentation, article summary, etc.):

_____

_____

_____

_____

Pass?: _____

CANDIDATE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

Complete one form per assignment. Two projects are required. Both projects need to be of different project types. The candidate's supervisor is required to approve, assign, and evaluate the project. The supervisor is required to upload the completed form to the supervisor's account. A form is required for both projects the supervisor evaluated as satisfactory. No form is required if the supervisor evaluated the project to be unsatisfactory.

During the supervised practice hours, the candidate's supervisor will conduct Candidate Skills Testing (CST) on the implementation of a skill set expected of the candidate based on the roles and skills being demonstrated under supervision. CSTs can be different for every candidate. There is no preselected set of skills to be tested. Skills tested are those being supervised. For one candidate the CST could evaluate the candidate conducting a functional analysis. Another CST might evaluate administering the AFLS or VB-MAPP assessment. Another could evaluate a candidate providing program feedback to an International Behavior Therapist (IBT). Another could be evaluated implementing pediatric feeding protocols, academic interventions, language instruction, etc.

The services and skills being supervised are those that will be evaluated. The supervisor is responsible for creating the CST Data Collection Sheet used for evaluation purposes.

- The CST must cover at least 10 components of a skill set that last at least 10 minutes.
- At least 80% accuracy is needed.
- Two different CSTs are required.
- A different skill is required for each CST.
- The CST is a live evaluation of the candidate of service provision very much like a treatment integrity assessment.

Creating the CST

- Decide service or skill set to evaluate

- Create task analysis of chosen service

- Create at least 10 components to evaluate within the skill or task

- Create scoring system (yes/no; +/-, etc.)

- Score candidate's performance while demonstrating the chosen skill

The candidate's supervisor is required to submit Candidate Skills Testing Approval Forms to the supervisor's account.

Date: _____ Candidate: _____ Supervisor: _____

Start time: _____ End Time: _____ Duration: _____

	Trial 1	Trial 2	Trial 3	Trial 4	Trial 5
Materials organized	Y/N	Y/N	Y/N	Y/N	Y/N
Gains learner attention	Y/N	Y/N	Y/N	Y/N	Y/N
Delivers Sd	Y/N	Y/N	Y/N	Y/N	Y/N
Waits 5 s for learner response	Y/N	Y/N	Y/N	Y/N	Y/N
Reinforces correct response	Y/N	Y/N	Y/N	Y/N	Y/N
Delivers Sd and next prompt if incorrect	Y/N	Y/N	Y/N	Y/N	Y/N
Clears materials	Y/N	Y/N	Y/N	Y/N	Y/N
Records data	Y/N	Y/N	Y/N	Y/N	Y/N
Organizes for next trial	Y/N	Y/N	Y/N	Y/N	Y/N
Manages inter-trial behavior	Y/N	Y/N	Y/N	Y/N	Y/N
	/10	/10	/10	/10	/10

In this CST example for DTT, the supervisor creates a CST for 10 different components across 5 trials. As the candidate is implementing the trials, the supervisor is evaluating the candidate's accuracy in implementation. In this example, the supervisor would circle Y for Yes and N for No for each component of trials throughout the 5-trial CST. Please note, this example is only for visual example purposes. Each CST must be AT LEAST 10 minutes in length. For some DTT sessions, 10 minutes is most likely closer to 20 trials for some learners.

Candidate Skills Testing Approval Form

DATE: _____   CANDIDATE: _____

SUPERVISOR: _____

DESCRIPTION OF CST:_____

_____

_____

_____

_____

CANDIDATE SIGNATURE:_____

SUPERVISOR SIGNATURE: _____

Complete one form per CST. Two CSTs are required. Both CSTs need to be conducted on different skill sets. The candidate's supervisor is required to design, conduct, and approve (pass/fail) the candidate's skill set. The supervisor is required to upload the completed form to the supervisor's account. A form is required for both CSTs conducted. No form is required if the supervisor evaluated the skill set to be unsatisfactory. There is no limit on the number of CSTs can be attempted until two are passed.

When IBA candidates have met all the requirements, they register for and sit for the IBA Online Exam. The requirements for the the IBA Exam were created to allow the broadest number of people around the world to demonstrate their competency. No test centers required. No travel to different countries. No overnight stay or additional expenses. All you need to take the exam is a quiet, austere work space, and an internet connection. Proctoring and exam security are completed online.

IBA Exam Details

- Online Exam, No Test Centers

- Online and Virtual Proctoring

- 150 Multiple Choice or True/False Questions

- 3 Hours to Complete Exam

- 7 Broad Behavioral Categories Tested

After you become certified as an IBA, you need to meet certain requirements to maintain your certification. The IBA certification cycle is 2 years. This means that when you become certified, you will remain certified for 2 years. Every 2 years you need to re-certifiy in order to maintain your certification. There are extra requirements during the FIRST recertification period than for all those that will follow.

First Certification Cycle

- **24 Continuing Education Units**

  - 4 Hours of Ethics

  - 4 Hours in Supervision

  - 4 Hours in Cultural Diversity and Awareness

  - 12 Hours in ABA Topics

- **1 year of Professional Mentorship**

Continuing Education

Every IBA will need to document that they obtained CEUs. Documentation requires a physical document that clearly shows the training content and duration of the training event.

- Participation in online or in-person seminars, workshops, or trainings on ABA or Behavior Analysis-related information
- Presentation of a seminar, workshop, or training on ABA or Behavior Analysis-related information

During the first certification cycle, a mentorship requirement has been established to aid the professional development, confidence, and strength of new IBAs by maintaining contact and communication with other IBAs.

Mentorship is an informal process in which the new IBA seeks advice and suggestions on clinical issues, professional practice, organizational operations, ethics, and additional areas of service provision. The mentor is not responsible for the decisions or actions of the new IBA. The main goals of mentorship are professional collaboration, networking, guidance, and advice on issues encountered in the IBA's initial service provision.

The mentorship requirement is only for the first 2-year certification cycle.

The mentor must be a person who meets the same qualifications as those required to be a supervisor. *The qualifications of the mentor will be audited by the IBAO*.

Mentorship needs to occur for 12 months during the initial 2-year certification cycle.

The mentorship months do not have to occur consecutively.

2 hours per month are required. The 2 hours can be in one meeting or in multiple meetings.

No more than 2 hours can be accrued per month.

Mentorship can be in person, by telephone, or remotely (e.g., Hi Rasmus, Zoom, FaceTime, etc.)

Multiple mentors can be used.

IBAO's Mentorship Documentation Form should be completed by the IBA and the mentor every time mentoring occurs.

Documentation

The IBA and the IBA's mentor need to complete the Mentorship Documentation Form.

The new IBA will log into their IBAO account and complete the Mentorship Documentation Form. The IBAO platform will then notify the mentor and make the form available for them to complete. After both have completed the form, it will be available in the IBA's and the mentor's account.

Mentorship Documentation Form

DATE:_____   DURATION OF MENTORING: _____

IBA: _____   Mentor: _____

METHOD OF MENTORING (CIRCLE ONE): In person;   Telephone;   Remotely

NOTES:_____

_____

_____

_____

_____

SIGNATURE: _____